

**Minerals Management Service  
Interim Policy Document**

**Effective Date:** April 8, 2005

**IPD No. 05-04**

**Series:** Administrative

**Title:** Centrally Billed Lodging

**Originating Office:** Finance Division

- 1. Purpose.** This Interim Policy Document (IPD) establishes policies and responsibilities to centrally bill Minerals Management Service (MMS) employees' lodging costs and other reimbursable miscellaneous expenses incurred while performing official travel.
- 2. Authority.** Federal Travel Regulation (41 CFR 300-304); Travel and Transportation Reform Act of 1998.
- 3. Objective.** This IPD authorizes the centrally billing of lodging expenses and other reimbursable miscellaneous travel expenses incurred by MMS employees, when using their government-issued charge card for official travel.
- 4. Policy.** It is MMS policy that when an MMS employee is on official travel, authorized lodging expenses that are charged to the employee's government-issued charge card will be centrally billed to MMS. Additionally, miscellaneous reimbursable expenses, i.e. telephone usage fees (not the actual phone calls), internet access, laundry/dry cleaning (when authorized), parking, and fax services, that appear on lodging receipts will be centrally billed.

Travel expense items that are reimbursable under the Meals and Incidental Expenses portion of per diem (M&IE), i.e. room service/restaurant charges (if appearing on the lodging receipt) etc., must be paid by the traveler. Non-reimbursable miscellaneous items, e.g. movies, alcohol, pet fees, etc., must also be paid by the traveler.

**5. Responsibilities.**

- A. The Associate Director for Administration and Budget has overall responsibility for the day-to-day oversight of the charge card program.
- B. The Chief of the Finance Division has overall responsibility for oversight of the day-to-day processing of reimbursement claims, certifying fund disbursement, and ensuring compliance with financial policy.
- C. The Agency/Organization Program Coordinator (A/OPC), who manages the MMS charge card program, is responsible for maintaining Electronic Account Government Ledger System (EAGLS) tables identifying centrally billed items.

D. Approving Officials are responsible for ensuring that:

- (1) Travel vouchers do not contain claims for non-reimbursable expenses, e.g. unauthorized room rates over the allowed per diem rate, movies, alcohol, pet fees, etc.;
- (2) Expense items that are reimbursable under the Meals and Incidental Expense allowance portion of the per diem, i.e. room service/restaurant charges, etc., are not listed on the lodging receipt. If such expenses are listed, ensure that lodging amount and per diem amounts have been adjusted accordingly on the travel voucher.
- (3) Itemized charges appearing on the lodging receipt are for valid reimbursable miscellaneous expenses, i.e. phone connection fee (not the phone calls), laundry/dry cleaning (if authorized), internet access, parking, etc.

E. Employees are responsible for ensuring that:

- (1) Cash or a personal credit card used to pay the hotel for items that are reimbursable under the Meals and Incidental Expense allowance portion of per diem, e.g. room service/restaurant charges, and for non-reimbursable expenses, i.e. unauthorized room rates over the allowed per diem rate, movies, pet fees, alcohol, etc.
- (2) Upon checkout, lodging receipts do not contain non-reimbursable expenses or items that are reimbursable under the M&IE portion of per diem.
- (3) Itemized charges appearing on the lodging receipt are for valid reimbursable miscellaneous expenses, i.e. phone connection fee (not the phone calls), laundry/dry cleaning (if authorized), internet access, parking, faxes, etc.
- (4) Travel vouchers submitted do not make claims for non-reimbursable expenses;

6. **Cancellation.** This IPD will be canceled when incorporated into the MMS Manual.



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